



Arnold Schwarzenegger, Governor  
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

**DEPARTMENT OF REAL ESTATE**  
*Equal Opportunity Employer*  
*Job Opportunity*

**Assistant Information Systems Analyst (Specialist)**  
***Sacramento***  
***Permanent — Full-time***

The Department of Real Estate (DRE) has an opening in the Sacramento Information Systems Section (ISS) for an Assistant Information Systems Analyst (Specialist). This position is permanent, full-time. DRE is located at 2201 Broadway, Sacramento, CA 95818.

***Duties of the position include:***

- Responsible for the specialized technical support of the Department's statewide Electronic Exams Systems (EES).
- Act as a team member of technical specialists on DRE endeavors contributing to solving information system problems, researching and analyzing solutions to DRE's business issues, and providing technical recommendations.
- Develop, test, and document new and existing multiple tier client/server software applications using the core software & utilities based upon design specifications.
- Responsible for development, testing, transition and implementation of complex business solutions on multiple, diverse platforms (UNIX, Oracle, Windows) requiring knowledge and experience with development & reporting tools for multi-tiered client/server & transaction processing technologies.

***Necessary requirements:***

- Knowledge of multiple, diverse platforms: UNIX, Oracle & Windows is essential.
- Experience with report writing tools and web development software.
- Ability to manage time and activities to complete concurrent assignments timely.
- Ability to work well independently or as a team member.
- Flexibility and willingness to adapt to changes in priority and/or workload demands.
- Effective communication skills with end users, technical staff, and the vendor community.
- Excellent skills in problem analysis and resolutions.
- Excellent attendance.

***Desirable qualifications:***

- Ability to quickly learn, develop, & evaluate new technologies.
- Experience with PowerBuilder.
- Hands on, working knowledge of Oracle tools: PL\*SQL, SQL\*Plus, & Oracle Designer.

**Assistant Information Systems Analyst (Spec)**

***Salary:***

Range A: \$2902 - \$3200

Range B: \$2994 - \$3465

Range C: \$3589 - \$4363

***Who may apply:***

Current State employees at the Assistant Information Systems Analyst (Specialist) level, individuals who are transferable to the class or those with Assistant Information Systems Analyst (Specialist) list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application.**

***Submit Applications to:***

Linda Luna, Personnel Services  
Department of Real Estate  
P.O. Box 187000 Attn: LL  
Sacramento, CA 95818-7000  
(916) 227-0797 or CALNET 498-0797

***For information on the position contact:***

Don Pengilly, SSS III (Supervisor)  
Information Systems Section  
(916) 227-0869 or CALNET 498-0869

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**Final Filing Date: Open Until Filled**

**Applications may be obtained from the SPB website at <http://www.spb.ca.gov>**

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.